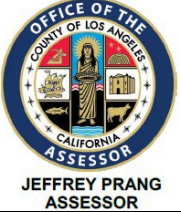


EXHIBIT “1”

	<p>PERSONAL PROPERTY HANDBOOK</p>	NO.	5431-01-18
		EFFECTIVE	01-01-2023
		PAGE	1 OF 8
		PUBLISHED	03-28-2023

ECONOMIC LIFE AND FIXTURE RANGE GUIDELINES

Under normal conditions, the recommended economic life and fixture range are to be used. If a different economic life or fixture allocation is necessary, it must be approved by the supervising appraiser.

COMPUTER TRENDING GUIDELINES

- During the Property Statement Season (March through June), personal property and fixtures are valued (trended) by using the *Business Personal Property Assessment System* (PP System). Trending of reported costs is facilitated by the use of Personal Property (PP) Types (also known as trending codes). In the valuation process, a particular PP Type serves the following functions: identifies the category of equipment being appraised, identifies the recommended economic life and fixturization to be applied to the equipment (in some cases), and identifies the trend factor table to be applied to the historical costs.
Appraisers begin the process by identifying and/or verifying the general Business Classification Code (BCC) category of the assessee (i.e., commercial, industrial or others). The BCC category aids the appraiser in the selection of the proper personal property type for each category of equipment reported on *Business Property Statement*, BOE-571-L, ASSR-49, PP-86 (BPS) or any supplemental schedule.
- The following table includes a listing of available trending codes and guidelines on economic life and fixture ranges as recommended by the Los Angeles County Assessor's Office for various commercial and industrial businesses. The economic lives are as recommended by the California Assessors' Association (CAA) and the State Board of Equalization's (BOE) Property and Special Taxes Department, with the input from both the Assessment Services Division and appraisers of the Los Angeles County Assessor's Office.

MANUFACTURING AND INDUSTRIAL	Economic Life	Fixture % Range	PP Type
Aerospace:			
Aircraft Overhaul and Repair	10	40-55	I21
Airframe	12	40-70	I21
Electronic Component Parts	10	40-55	I21
Mechanical Component Parts	12	40-70	I21
Apparel/Garment	12	20-30	I21
Automotive:			
Assembly Parts	12	80	I21
Component Parts	12	80	I21
Batch Plants (Concrete and Asphalt)	20	80	I21

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Economic Life and Fixture Range Guidelines

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MANUFACTURING AND INDUSTRIAL	Economic Life	Fixture % Range	PP Type
Biopharmaceutical (Biotech)	<u>Memo 5432</u>		
Commercial Manufacturing Equipment	10	0	60
Fixtures, Process	10	100	62
General Laboratory, Hi-Tech Equipment	6	0	59
Pilot Scale Manufacturing Equipment	8	0	61
Bridge Cranes	20, 25	0-60	I21
CNC Machines	8	20-80	16
Ceramic, Vitreous – China	15	50-60	I21
Cement	30	80	I21
Chemical Industry:			
Leasehold Fixtures	15	100	69
Machinery and Equipment	15	40-60	68
Circuit Board Manufacturing	8	20-80	I21
Computerized Equipment (see specific equipment category)			
Concrete:			
Blocks, Stone and Clay Products, Asphalt	12	60-90	I21
Bricks, Tile, Pottery and Pipe	17	60	I21
Building Materials, Rock and Gravel	12	80	I21
Cosmetics	12, 15	30-60	I21
Drug/Pharmaceutical	12	30-60	I21
Electrical Equipment	12	20-60	I21
Electronic Equipment	10	20-80	I21
Food and Beverage:			
Bakery Goods	15	60-80	I21
Brewery Leasehold Fixtures	15	100	65
Brewery Machinery and Equipment	15	80-90	64
Bottling Plants	15	70-80	I21
Canned Goods – Canneries	17	60-80	I21
Coffee and Tea	15	60-80	I21
Confections – Candy	12	70	I21
Dairy Products – Dairy Farms	<u>Memo 5432</u>	70	76
Distillers and Rectifiers	12	80	I21
Grain Mills	15	60-70	I21
Meat Packing	15	60-80	I21
Sugar and Sugar Products	20	80	I21
Food Processing	15	60-80	I21
Footwear	12	20-30	I21
Garment (see Apparel)			
Gas Distribution	15	80-90	I21
Glass Manufacturing:			
Leasehold Improvements	15	100	75
Machinery and Equipment	15	70-90	74
Ice Plant	15	40-60	I21
Knitwear and Knit Products	12, 15	60-90	I21
Leather and Leather Products	12	30-70	I21
Lumber, Furniture and Wood Products	15	60-80	I21

MANUFACTURING AND INDUSTRIAL	Economic Life	Fixture % Range	PP Type
Machinery, Industrial, Construction:			
Mining, Machine Tool	12	80	I21
Machine Shops, General Machining, Gear Works, Tool & Die Work	12	40-90	I21
Metals:			
Fabricated Metal Products	15	50-60	I21
Iron and Steel Forgings and Steel Production	12, 15	60-80	I21
Non-Ferrous Extrusions and Castings	12, 15	60-80	I21
Non-Ferrous Foundries and Smelting	15	60-80	I21
Sheet Metal Manufacturing	17	60-80	I21
Steel Works, Rolling and Finishing Mills	15	60-80	I21
Mineral and Construction Aggregate Extraction	20	60-80	I21
Newspaper Publishing (see Offset Litho.)	Memo 5432		
Paper:			
Leasehold Fixtures	15	100	79
Machinery and Equipment	15	60-90	78
Paint and Varnishes	12, 15	60-80	I21
Petroleum Equipment	(Varies)	97, 100	120, 130
Plastic and Fiberglass Products, Extrusions, Sheet and Molded	15	50-60	I21
Plating and Galvanizing Plants	12	60-80	I21
Power Producing (Co-generation) Facilities	Form BOE-571-C	N/A	N/A
Printing:	12	30-90	I21
High Speed Digital Production Printers	8 (Untrended)	0	UI47
Offset Lithographic Printing Presses	Memo 5432	100	4
Professional Equipment: Medical, Dental, Scientific, Photographic, Optical, Clocks, Watches	12, 15	20-60	I21
Recyclers	15	50-70	I21
Rubber:			
Leasehold Fixtures	20	100	98
Machinery and Equipment	12, 15	70-80	96, 97
Tools, Molds, Dies	5	0	95
Sand/Dirt/Gravel-Retail/Wholesale Suppliers	15	60-80	I21
Semiconductor Manufacturing:	Memo 5432		
Leasehold Improvements – Fixtures	N/A	100	89
Machinery and Equipment	N/A	0	84
Ship and Boat Building	15	10-60	I21
Textile Mill Products, Finishing, Dye Works	15	60-90	I21
Vegetable Oil Products	15, 20	90	I21
Winery (except Tanks)	15	50-60	I21
Wine Products	12, 15	50-60	I21

NON-MANUFACTURING EQUIPMENT	Economic Life	Fixture % Range	PP Type
Agriculture:			
Farm Equipment, Non-Mobile	15	0-40	90
Mobile, Harvest, New	N/A	0	91
Mobile, Harvest, Used	N/A	0	92
Mobile, Harvest, Average	N/A	0	92A
Mobile, Non-Harvest, New	N/A	0	93
Mobile, Non-Harvest, Used	N/A	0	94
Mobile, Non-Harvest, Average	N/A	0	94A
Aircraft:			
Commercial Mainline Jets and Freighters	20	0	C21
Commercial Regional Jets	15	0	C21
General Aircraft	AH 577	0	N/A
Amusement:			
Miniature Parks (e.g., Miniature Golf, Car Racing, etc.)	10	20-100	C21
Theme Parks (e.g., Disneyland, Magic Mountain, etc.)	15	20-100	C21
Apartment Furniture	8	0	C21
Automated Teller Machines:			
	Memo 5432		
Free-standing ATM	10	0	37
Thru-wall, island, drive-up and similarly affixed ATM	12	100	85
Automotive Repair and Rebuilding Equip.	10	0-40	63
Banks, Insurance Co.'s, Financial Corps – Fixtures:			
	Memo 5432		
ATMs (affixed)	12	100	85
Carpets/Drapes	8	100	36
Counterlines, Partitions, etc.	15	100	34
Drive-Up Windows/Walk-Up Windows & Kiosks	20	100	39
Signs/Cameras/TV Equipment	10	100	35
Vault Doors/Night Depositories	40	100	38
Barber Shop/Beauty Salon	12	0-30	C21
Billboards	Memo 5432	100	N/A
Billiard Rooms	15	0	C21
Blue Printing/Map Making	12	0	C21
Book Binders	15	0-30	C21
Bowling Centers:			
	Form B-113A		
Carpet/Vending/Video Equipment	8	85	56
Pinspotters and Equipment	15	100	55
Scoring, Billiard Equipment	15	85	57
Burglar Alarm Systems (see Security and Surveillance)			
Cable Television Industry:			
	Form B-41		
Distribution System, Pole Rearrangements	10	100	C21
Headend	8	100	C21
Program Origination	8	0	C21
Set-Top Boxes	Memo 5432	0	STBOX
Switches and Routers	5	0	26
Car Wash (see Service Station)			
Carpet/Drapes	8	100	36

NON-MANUFACTURING EQUIPMENT	Economic Life	Fixture % Range	PP Type
Casinos:	Memo 5432		
Electronic Slot Machines		0	GM01
Mechanical Slot Machines		0	GM02
Other Gaming Equipment		0	GM02
Cellphone Towers	25	100	C21
Cocktail Lounges (Bar and Saloons)	12	50-60	C21
Coffee Services (Not Coin-Operated)	5	0	C21
Cold Storage	12	50-70	C21
Computers (Non-production):	Memo 5432		
Personal	5	0	25
LAN Equipment and Mainframes	6	0	26
Construction:	Memo 5432		
Building/Demolition Contractors	12	0-50	C21
Equipment, Mobile, New	Memo 5432	0	71
Equipment, Mobile, Used	Memo 5432	0	72
Equipment, Non-Mobile	12	50-60	70
Containers:			
Bottles, Cases, Drums	3	0	C21
Cargo	20	0	C21
Gas Cylinders (other than Propane)	20	0	C21
Kegs, Tanks, Cylinders (Beverage Usage)	6	0	C21
Propane Tanks	30	0	C21
Tanks, Compressed Gas (Portable for Industrial, Medical and Welding)	15	0	C21
Container Terminals:			
Ship-to Shore Container Cranes *	30	100	I21*
Transtainers	15	100	C21
Other Material Handling	10	0	C21
Copiers (See Document Processors)			
Cotton Gins	15 (Memo 5432)	100	C21
Document Processors	Memo 5432	0	20
Drapes (see Carpet/Drapes)			
Drive-up/Walk-up Windows (see Banks)			
Dry Cleaners, Commercial Laundries	15	80-90	C21
Facsimile (Fax Machines)	6 (Untrended)	0	UC47
Farming Equipment (see Agriculture)			
Forklifts/Pallet Jacks	10	0	12
Golf Carts	6	0	C21
Grocery Stores:			
Convenience (see Service Stations)			
Supermarkets	12	40-60	C21
Health/Athletic Clubs	10	0-40	C21
Hospitals and Convalescent Homes:			
Food Service, Housekeeping and Laundry	15	20-80	C21
Furnishings	12	50-80	C21
High-Tech Medical Equip. (MRIs, CAT scans, etc.)	8 (Untrended)	80-100	15

NON-MANUFACTURING EQUIPMENT	Economic Life	Fixture % Range	PP Type
Hospitals and Convalescent Homes (Continued)			
Laboratory and Diagnostic Equip.	10	50-80	C21
Other Major Medical, Surgical and Rehabilitation Equipment	10, 12	0-20	C21
Hotels and Motels:			
	Form B-17		
Carpet, Drapes	8	100	83
Computers, Reservation Systems	5	0	25
Furnishings and Phone System	8	20	80
Signs, Restaurant, Kitchen, Laundry	12	80	81
Televisions	5	0	82
Ice Making Equipment	12-20	80-90	C21
Janitorial and Maintenance Service	8	0	C21
Kiosks (see Banks)			
Laundromats:			
Leasehold Improvement Fixtures	15	100	C21
Washers and Dryers (coin-op)	10	25	C21
Linen Service:			
	Memo 5412-60		
Leasehold Improvements	15	100	C42
Linen	N/A	0	N/A
Machinery and Equipment	15	90	C21
Rolling Carts	5	0	C23
Mailing and Shipping Service (e.g., UPS, FEDEX)	15	60-100	C21
Medical and Dental Equipment:			
Office Furniture and Equipment	12	0	C21
X-Ray Equipment	8	60-80	C21
Mobile Phones	4 (Untrended)	0	UC47
Mortuaries	15	0	C21
Motion Picture, Radio and Television:			
Broadcast, Camera, Grip, Production, Satellite, Stage, and Theater Equipment	8, 10, 12	30-50	C21
Motion Picture Production Sets:			
In use, not complete buildings	100% of cost	0	N/A
As of lien date, movie production has been completed for:			
0-1 year	30% of cost	0	N/A
Over 1 year and up to 2 yrs.	15% of cost	0	N/A
Over 2 yrs.	5% of cost	0	N/A
Negatives/Prints (B&W only)	\$0.05/lb.	0	N/A
Post Production Equipment:			
Computerized Audio/Video	5 (Untrended)	0	UC47
Reels and Cans	\$2.50/EA	0	N/A
Television Production Sets (in use, not complete buildings)	100% of cost	0	N/A
Television Production Sets:			
As of lien date, show or series has been out of production for:			
0-1 year	50% of cost	0	N/A
Over 1 year and up to 2 yrs.	20% of cost	0	N/A
Over 2 yrs.	10% of cost	0	N/A

NON-MANUFACTURING EQUIPMENT	Economic Life	Fixture % Range	PP Type
Television Production Sets (Continued)			
As of lien date, show or series is still produced but sets have been idle for:			
3 months up to 1 year	75% of cost	0	N/A
Over 1 year	30% of cost	0	N/A
Over 2 yrs.	15% of cost	0	N/A
Used Media (i.e., CDs, DVDs, Videotapes)	\$1.00/EA	0	N/A
Night Depositories (see Banks)			
Office Furniture and Equipment	12	0	22
Photo Labs:			
Commercial	10	0-20	C21
One Hour	8	0-20	C21
Point of Sale (POS) Equipment	8 (Untrended)	0-100	13
Postage Meters	10	0	C21
Racehorses	BOE-571-J	N/A	N/A
Radio Common Carrier			
(Separate BOE guidelines. See your supervisor.):			
Fixed Station Paging Terminals	8	0	41
One-Way Pagers	4	0	40
Restaurants	12	50-60	C21
Retail Store Equipment:			
Furniture & Fixtures	12	20-55	C21
Retail Store – Warehouse	15	0-50	C21
Rolling Carts	5	0	C21
Satellite Dish:			
Commercial/Broadcast	8	100	C21
Residential	6 (Untrended)	100	UC47
Scaffolding:			
Metal	20	0	C21
Wood	15	0	C21
Schools	12	0-10	C21
Security and Surveillance Equipment	10	100	C21
Service Station Equipment:			
Form B-116A			
Car Wash Equipment	12	100	28
Fuel Dispensers/Pumps	12	100	46
Other Service Station Equipment	(Varies)	(Varies)	88
Point Of Sale	8 (Untrended)	100	73
Service Station/Car Wash Hoists and Signs	12	100	29
Store and Mini-mart Equipment	12	55	67
Underground Tanks/Attached Equip.	25	100	45
Shopping Carts	5	0	C21
Signs	12	100	C21
Ski Lifts	15	100	C21
Telephone and Communication Systems	10	50	14
Test Equipment	8	0-20	C21

NON-MANUFACTURING EQUIPMENT	Economic Life	Fixture % Range	PP Type
Theater:			
Box Office Equipment	12	75	22
Carpet, Drapes, Vending (owned), Video, etc.	8	75	32
Projection Equipment	10 (Untrended)	0	31PE
Seats	15	100	33
Sound, Snack Bar, Signage, etc.	15	75	31
Tooling, Dies, and Molds	5	0	24
Trash:			
Disposal Bins	8	0	C21
Plastic Containers	5	0	C21
Rolloff/Storage Bins	12	0	C21
Underground Tanks and Equipment	25	100	45
Vault Doors (see Banks)			
Vending Equipment (Operators)	8	0	C21
Vessels (Boats)	AH 576	N/A	N/A
Video Games Machines	4 (Untrended)	0	UC47
Video Rental Stores:			
Cases	\$0.50/EA	0	N/A
CDs, DVDs	\$1.00/EA	0	N/A
Walk-In Coolers/Freezers	12	100	C21
Warehouse:			
Equipment	15	0	C21
Pallets	3-5	0	C21
Racks and Shelving	15	100	C21
Water Softeners and Conditioners	Memo 5423-25	N/A	N/A

* Per MPPD Area 9: Ship-to Shore Container Cranes used in Container Terminals should be assessed using Industrial factors.